

CLASSIFICATION: PHARMACY TECHNICIAN

Class Code: 6882-10

Date Established: 03-03-04

Occupational Code: 1-3-4

Date of Last Revision: 12-02-15

Exempt Status: Non-Exempt

BASIC PURPOSE: Performs a variety of duties in assisting a licensed Pharmacist in the dispensing of medication on the order of a physician or other licensed prescriber.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Selects medications from shelves according to the prescription of a physician or other licensed prescriber under the direct supervision of a licensed pharmacist to fill prescriptions that are to be distributed to individuals or to units.
 - Packages medications to be dispensed.
 - Types, or generates computerized prescription labels and affixes prescription labels to medication containers in compliance with state and federal pharmacy rules, regulations and laws.
 - Maintains adequate levels of inventory, orders additional supplies as necessary, and monitors expiration dates of stock.
 - Maintains records of prescriptions filled and delivered and monitors expiration dates.
 - Compile data utilizing computer information system and maintains the computer information system data base.
 - Answers non clinical inquiries from physicians or patients regarding prescriptions.
 - Follows procedures established by Fiscal Services regarding inventory ordering, receiving and the processing of invoices for payment.
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DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school, G.E.D. or its equivalent and an Associate Degree in a medical related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of experience working in a pharmacy, either in a retail or a hospital setting.

OR

Education: Graduation from high school, G.E.D. or its equivalent.

Experience: Four years of experience working in a pharmacy, either in a retail or a hospital setting.

License/Certification: Must be registered by the New Hampshire Board of Pharmacy.

RECOMMENDED WORK TRAITS: Knowledge of medical terminology, trade names and generic names, weights and measures and pharmaceutical calculations. Ability to accurately interpret physicians' orders. Ability to count capsules, tablets and measure other types of medication. Ability to interpret legal scope of practice and to act accordingly. Ability to establish and maintain effective relationships with other employees, physicians and patients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.